

## **FAMILY SELF SUFFICIENCY SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Family Self Sufficiency Specialist exists is to provide case management for the Family Self Sufficiency Program and the Job Preparation Program the Community Services Department. This classification is or not supervisory. Work is performed under general supervision by the Community Assistance Manager.

### **ESSENTIAL FUNCTIONS**

Performs as a case manager for the Family Self-Sufficiency Program through the City of Scottsdale Community Assistance Office and the Job Preparation Program based out of Vista Del Camino Social Services.

Meets regularly with eligible individuals and families, linking them with services needed to become economically independent.

Develops specific career goals with clients, works closely with local education and training resources, housing and social services. Maintains detailed case notes.

Assists individuals on a walk-in basis at the Vista Career Center.

Establishes a local network of employers.

Works closely with advisory board to oversee the project. Must work independently and with a variety of work teams.

Complies with HUD programs and regulations.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Experience working with family issues, community resources, volunteers, and advisory boards. Knowledge of Section 8 housing, self-sufficiency strategies, and career centers, and HUD regulations.

Must have strong written and verbal communication skills.

Ability to:

Maintain regular consistent attendance and punctuality.

Maintain detailed case notes.

Work evenings and weekends as necessary.

Operate a personal computer and related software and other standard office equipment.

Share responsibility and teamwork.

Establish and maintain effective working relationships with City officials, co-workers, other professionals and the general public.

Listen and communicate effectively (verbally and in writing) and establish and maintain effective working relationships with staff, public agency, and the general public.

Comprehend and make inferences from written material and verbal and/or written instructions.

Produce quality written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar

#### **Education & Experience**

Bachelor's degree in Social Work, Career Counseling, or related human services field. Master's

degree is desirable. Must have a minimum of two years experience in social work case management with low-income clients of diverse backgrounds.

Must possess a valid Arizona Driver's license, with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified